



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

**TO: Mayor Foreman, Vice Mayor Toney, Council
Dan Taber, Town Manager**
FROM: Christine R. Sanders, Town Attorney
DATE: September 12, 2012
RE: August 2012 Report

Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

Below is a list of items that I have been working on since my last report to you for the month of July 2012. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager on matters concerning personnel, land use, planning and development issues, town ordinances, freedom of information act requests, and other matters.
- Criminal and Traffic Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court. There has been enhanced police enforcement effort leading to enhanced court cases and time involved in prosecution of these.
- Consulted with Town Planner/Zoning Administrator to discuss pending determinations, violations, occupancy permit updating, public advertisements, proposed zoning text amendments. Met with property owners and business owners with the Zoning Administrator and Director of Public Works to discuss voluntary compliance with requests to clear violations of Town Code.
- Worked together with staff and Town Manager to report back to Council on its request for information on funding and phases of developing the park, including CDBG application.
- Collaborated with the Town Zoning Administrator/ Town Planner on zoning ordinance interpretations and violations.
- Attended staff meetings to plan Council meetings and follow up issues related to matters that arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law.

- Responded to FOIA requests regarding criminal summons issued by Dumfries police.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement. Reviewed additional BAR's (basic acquisition reports) for property needed for construction of the project. Review of offer negotiations with property owners.
- Extensive research on PLI's recent request to come before Town Council for consideration of vertical expansion over horizontal expansion. Discussions with DEQ regarding status of outstanding notices of violation from 2011.
- Extensive time and research into personnel matters with the police department and within Town staff. Advise and consult with Town Manager and Police Chief on the same.
- Meeting with Mr. Pete Singh regarding the status of his project – First Town Center, design concept, storm water management and other matters
- Attended Berkley Group's presentation on developing a Capital Improvement Program for the Town for long range planning for needs, programming and infrastructure.
- Collaborate with the Town Treasurer and Town Manager on business tax collection efforts netting significant payment of back taxes owed to the town. Continue to follow up on additional collection efforts.